

Hornsby District Little Athletics Centre



CONSTITUTION

19 July 2005

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Constitution of Hornsby District Little Athletics Centre Inc.

1. NAME

- 1.1 The Centre shall be known as the "HORNSBY DISTRICT LITTLE ATHLETICS CENTRE INC.", which shall hereinafter in this Constitution be referred to as "The Centre".

2. OBJECTS OF THE CENTRE

- 2.1 The objects of The Centre shall be:
- (a) To provide athletic coaching and competition for children who are registered with The Centre;
 - (b) To promote the ideal of children competing for personal satisfaction through improved performance;
 - (c) To promote the sport of athletics;
 - (d) To abide by the rules of the Little Athletics Association of New South Wales Inc (LAANSW), with respect to competition and the conduct of events;
 - (e) To affiliate annually with LAANSW Inc.

3. POWERS OF THE CENTRE

- 3.1 The powers of The Centre shall be:
- (a) To act alone or with other representative bodies in the interests of Little Athletics and athletics in general.
 - (b) To promote and manage athletics meetings as may from time to time be considered expedient.
 - (c) To make such rules and by-laws (not being inconsistent with this Constitution or the Constitution of the LAANSW Inc) as may be deemed necessary.
 - (d) To register boys and girls with The Centre in accordance with the requirements of the LAANSW Inc.
 - (e) To select, appoint, finance and control individuals and teams of athletes and other persons to represent The Centre as may be deemed necessary.
 - (f) To obtain by purchase, lease, hire or loan, property/equipment for the holding of athletic meetings and for training and otherwise for the use or promotion of athletics and to provide such other facilities as may be deemed necessary.
 - (g) To meet the financial obligations of The Centre including the opening and operation of such banking accounts as The Centre shall require for that purpose.
 - (h) To appoint delegates to represent The Centre at any meetings or discussions promoting Little Athletics.
 - (i) To fix the annual fees and subscriptions of The Centre as hereafter stated and to review the amount of fees and subscriptions as from time to time may be necessary.

- (j) To take all such steps as may be deemed necessary for the raising of money for the purpose of The Centre including, without limitation, sponsorship, investment of funds and receipt of donations.
- (k) To suspend, disqualify or otherwise deal with any member of The Centre who has committed any breach of these rules or who, in the opinion of The Centre, has acted in a manner unbecoming or contrary to the interests of The Centre and Little Athletics.

4. MEMBERSHIP OF THE CENTRE

4.1 The membership of The Centre shall be:

- (a) The Executive Council of The Centre and the Officers of The Centre (as defined in Clauses 5.2 and 5.3)
- (b) The parents of such children as are registered with The Centre each year.
- (c) Life Members.
- (d) Such children as may be registered with The Centre, who are deemed junior and non-voting members.
- (e) Adults who have an interest in the activities of The Centre, who may not be connected with an affiliated member of The Centre, may make application for membership of The Centre in the form set out in Appendix 2.
 - (i) Such application should be lodged with the Secretary of The Centre.
 - (ii) As soon as practicable after receiving an application for membership, the Secretary shall refer such application to The Executive Council, which shall determine whether to approve or to reject the application.
 - (iii) Where The Executive Council determines to approve an application for membership, the Secretary shall, as soon as practicable after that determination, notify the applicant of that approval.
 - (iv) The Secretary shall arrange for the Public Officer to enter the applicant's name in the register of members and upon the name being so entered, the applicant becomes a member of The Centre.

4.2 Life Membership

- (a) The Centre may, on the recommendation of The Executive, grant life membership to any person who has served The Centre in such a manner as The Executive considers warrants such an honour being bestowed.
- (b) Nominations may be submitted to The Executive by a member of The Centre setting out the history of the nominee in The Centre and the reasons why it is considered Life Membership should be granted.
- (c) Irrespective as to whether any nomination is received from a member, The Executive may, if they consider there are special circumstances existing, forward the name of the particular person to the Annual General Meeting of The Centre for consideration of the granting of Life Membership.
- (d) One of the considerations for nomination must be that the nominee has served The Centre for at least five years.

- (e) All votes for Life Membership whether at The Executive recommendation level or at the Annual General Meeting shall be by three-fourths majority.

4.3 Cessation Of Membership

A person ceases to be a member of The Centre and The Executive (creating a casual vacancy) if the person:

- (a) Dies; or
- (b) Ceases to be a member of The Centre; or
- (c) Is a junior member who ceases to be registered with The Centre under Clause 4.1; or
- (d) Becomes an insolvent under administration within the meaning of the Corporations Act (NSW); or
- (e) Resigns that membership (in the case of an Executive Council member - by notice in writing to the Secretary); or
- (f) Is expelled from The Centre or is removed from The Executive by resolution of The Executive; or
- (g) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.

4.4 Register Of Members

- (a) The Public Officer of The Centre shall establish and maintain a register of voting members of The Centre specifying the name and address of each person who is a member of The Centre together with the date on which the person became a member.
- (b) The register of voting members shall be kept at the principal place of administration of The Centre and shall be open for inspection, free of charge, by any member of The Centre at any reasonable hour.

4.5 Public Officer

- (a) The Executive shall ensure that a person is appointed as Public Officer.
- (b) The first Public Officer shall be the person who completed the application for incorporation of The Centre.
- (c) The Executive may at any time remove The Public Officer and appoint a new Public Officer provided the person appointed is 18 years of age or older and a resident of New South Wales.
- (d) The Public Officer shall be deemed to have vacated their position in the following circumstances:
 - (i) death; or
 - (ii) resignation; or
 - (iii) removal by The Executive or at a General Meeting; or
 - (iv) bankruptcy or financial insolvency; or
 - (v) mental illness or incapacity; or
 - (vi) residency outside New South Wales.
- (e) When a vacancy occurs in the position of Public Officer, The Executive shall within fourteen (14) days notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.

- (f) The Public Officer is required to notify The Department of Fair Trading by the prescribed form in the following circumstances:
 - (i) appointment (within 14 days); or
 - (ii) a change of residential address (within 14 days); or
 - (iii) a change in The Centre's objects or rules (within one month); or
 - (iv) of The Centre's financial affairs (within one month after the Annual General Meeting); or
 - (v) a change in The Centre's name (within one month).
- (g) The Public Officer may be an office bearer, Executive member or any other person regarded as suitable for the position by The Executive.
- (h) The Public Officer shall keep a register of members of The Executive which must:
 - (i) contain the name and residential address of each Executive member and the date on which they became a member of The Executive; and
 - (ii) be updated within one month of any change taking place; and
 - (iii) be made available for inspection by any person, at all reasonable hours and free of charge.

5. CONTROL OF THE CENTRE

5.1 The control and management of The Centre shall be vested in an Executive Council (called "The Executive"), of not less than five (5) adults.

5.2 Management

The Executive shall consist of:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer
- (e) Registrar
- (f) Officials and Age Manager Co-ordinator
- (g) Championships and Program Officer
- (h) Records and Ranking Officer;

all of whom must be at least 18 years of age.

5.3 Appointed Officers

There shall also be the following officers appointed by The Executive:

- (a) Assistant to the Officials and Age Manager Co-ordinator;
- (b) Publicity Officer;
- (c) Website Co-ordinator;
- (d) Technical and Equipment Officer;
- (e) Track Officer;
- (f) Field Officer;
- (g) Coaching Officer;
- (h) Canteen Officer;

- (i) Special Awards Officer;
- (j) First Aid Officer;
- (k) Uniforms Officer;
- (l) School Liaison Officer;
- (m) Social Activities Officer;
- (n) Cross Country Officer

all of whom must be at least 18 years of age. Such officers may, and shall upon request, attend meetings of The Executive but shall have no voting rights thereat.

5.4 Election of The Executive Council

- (a) The Executive shall be elected at The Centre's Annual General Meeting and shall take office at the conclusion of the Annual General Meeting, with the exception of the inaugural Executive which shall be elected at the earliest practical date and shall take office immediately.
- (b) Each member of The Executive shall, subject to these rules, hold office until the conclusion of the Annual General Meeting following the date of the member's election, but is eligible for re-election.
- (c) Nominations for The Executive shall be forwarded to The Centre Secretary at least fourteen (14) days prior to the Annual General Meeting, such nomination to include The Executive position for which the nominee is being nominated and signed by two (2) members of The Centre.
- (d) If insufficient nominations are received to fill all vacancies on The Executive, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting.
- (e) The President, Secretary, Treasurer and Registrar shall hold no other positions on The Executive. Other members of The Executive may hold more than one position, although it is preferable to have one member for each Executive Council position.
- (f) When more than one nomination is received for an Executive Council position, voting for the persons nominated for the positions on The Executive shall take place by secret ballot and in such case ballot papers shall be prepared listing the names of nominees in alphabetical order and on which each member shall record a valid vote by indicating the nomination preferred with a tick, cross, signifying mark or other similar indication.
- (g) At least, two persons shall be appointed by the Chairperson of the Meeting, prior to the election, to act as scrutineers who shall examine each valid vote and record one vote for each nomination that has been indicated with a tick, cross, signifying mark or other similar indication. The person with the greatest number of votes shall be deemed the elected member of The Executive.
- (h) The Chairman of the Annual General Meeting may call upon a person present at the meeting who is not a voting member to conduct in whole or in part the election of members of The Executive. Any such person so called upon shall have no right to vote for candidates for The Executive.

5.5 Filling Executive Council Vacancies

- (a) In the event of insufficient nominations being received for The Executive at the Annual General Meeting of The Centre, or in the event of a vacancy during the year, The Executive shall have the power to appoint a person to fill the vacancy until the next Annual General Meeting, whether or not a position is already held by that person.
- (b) Where Executive Council positions are created by changes to the Constitution, then The Executive shall have the power to appoint a person to fill such position until the next Annual General Meeting.
- (c) The Centre may fill a vacant position by advertising the position or by co-opting a person to fill that position.

5.6 Powers of The Executive Council

The Executive, having regard to this Constitution shall be empowered to:

- (a) Control the affairs of The Centre in a manner that will attain the objects of The Centre and maintain the powers of The Centre.
- (b) Plan and implement the athletic and related activities of The Centre in the best interests of Little Athletics.
- (c) Act on behalf of The Centre in all matters pertaining to the conduct of it.
- (d) Appoint sub-committees as required.
- (e) Register boys and girls, who are of eligible age, on behalf of the Little Athletics Association of New South Wales Inc. (LAANSW).
- (f) To administer the financial affairs of The Centre through the Treasurer.
- (g) Present written reports on all actions taken and actions proposed, to each Centre meeting for endorsement or otherwise.
- (h) Meet at such time and at such place as The Executive may determine from time to time and on any additional occasions as deemed necessary by The Executive.
- (i) Take action on behalf of The Centre after The Executive have voted in favour of the action.

5.7 Executive Council Meetings

- (a) The Executive shall meet at such times as The Executive may determine and on any additional occasions as requested by the President or other members of The Executive.
- (b) For an Executive Council meeting to be a valid meeting, it shall be attended by at least half of The Executive.
- (c) The Executive shall be responsible for the conduct of each meeting of The Centre that may be held during their term of office and at such meetings each member shall be entitled to one vote. In the case of an equality of votes the chairman of the meeting in addition to a deliberative vote shall have a casting vote.
- (d) Any member of The Executive who is absent from two (2) consecutive Executive Council Meetings without an acceptable apology or leave of absence shall forfeit his or her place on The Executive.
- (e) An apology from any member of The Executive for inability to attend any Executive Council Meeting shall be with the Secretary by noon before such meeting in order that it may be ascertained that a quorum will be in attendance.

- (f) The Secretary of The Centre shall give The Executive at least seven (7) days notice of each such meeting, either orally or in writing.
- (g) Any act or thing done or suffered, or purporting to have been done or suffered by The Executive or by a sub-committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of The Executive or sub-committee.

5.8 Powers of Members of The Executive Council

Each Executive Council member shall have the responsibility to plan the details of a section of The Centre Administration and shall:

- (a) Present such plans to each meeting of The Executive for its consideration and approval or otherwise.
- (b) Have the power to act on behalf of The Centre to implement such plans.
- (c) Form sub-committees from affiliated members of The Centre when deemed necessary to assist in the preparation and implementation of plans.

5.9 Duties of Members of The Executive Council

(a) PRESIDENT

The President shall:

- (i) Preside at each meeting of The Executive and any other meetings organised by The Centre.
- (ii) Ensure that all members of The Executive keep him/her informed of all Centre matters under their control.
- (iii) Perform such duties as may be required from time to time by The Centre.
- (iv) In the case of a tied decision, shall have the casting vote.
- (v) Represent The Centre at all functions, meetings and other occasions requiring the presence of a representative of The Centre either personally or by delegation to a member of The Executive or any other person deemed appropriate by the President.
- (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(b) VICE PRESIDENT

The Vice President shall perform all duties of the President in the absence of the President or as directed by the President.

(c) SECRETARY

The Secretary shall:

- (i) Take detailed minutes of the business from all Executive Council and Centre meetings and distribute copies to all Executive Council members.
- (ii) Compile all agenda for meetings with the assistance from The Executive.
- (iii) Assist all members of The Executive where required.
- (iv) Keep on file, all material that may assist the organisation of Little Athletics.

- (v) Forward notices of Executive Council meetings to members at least seven (7) days prior to the date of the meeting.
 - (vi) Keep on file, all correspondence received and a copy of all correspondence forwarded on behalf of The Centre by each member of The Executive.
 - (vii) Act on behalf of The Centre as directed by The Executive.
 - (viii) Prepare the Annual Report of The Centre.
- (d) TREASURER
- The Treasurer shall:
- (i) Keep a detailed ledger of all receipts and payments transacted for The Centre.
 - (ii) Issue receipts for all monies received.
 - (iii) Present at each meeting of The Executive, a full summary of receipts and expenses, as well as the bank balance, for ratification by The Executive.
 - (iv) Present to each meeting of The Executive, accounts received by The Centre since the previous meeting to be passed for payment.
 - (v) Pay on invoice only, all accounts passed by The Executive for payment, such payments to be made by cheque only.
 - (vi) Arrange for the President, Vice President, Secretary and Treasurer to act as signatories, with any two to sign on all Centre cheques, (except where two may be members of the same household). Other members of The Executive may be made signatories at the approval of The Executive.
 - (vii) Collect all competition and miscellaneous fees owing to The Centre and arrange for banking within forty-eight (48) hours of receipt.
 - (viii) Plan and implement all financial arrangements for Championships, Special Meetings and any other promotions organised by The Centre.
 - (ix) Present to the Annual General Meeting a detailed Financial Statement of Income and Expenditure for the twelve (12) months.
 - (x) Investigate all insurance policies required for The Centre and equipment.
 - (xi) Establish an account or accounts with a suitable Bank or Financial Institution.
 - (xii) At the completion of The Centre's financial year, arrange for an independent audit of accounts.
 - (xiii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (e) REGISTRAR
- The Registrar shall:
- (i) Obtain and distribute to persons, registration forms for completion in accordance with the LAANSW rules.
 - (ii) Receive each correctly completed registration form, accompanied by the fee set down by The Executive and proof of age of all new members.

- (iii) Distribute Centre registration and age numbers to each child upon registration, and other material as required from time to time.
 - (iv) Forward all registrations, together with appropriate fees, to the Little Athletics Association of New South Wales Inc, within ONE MONTH after receiving the registration.
 - (v) Maintain a complete register of each junior and non-voting member, showing registration number, name, age group, date of birth, proof of age, plus any other detail deemed to be required by either LAANSW or The Centre.
 - (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (f) OFFICIALS AND AGE MANAGER CO-ORDINATOR
- The Co-ordinator shall:
- (i) Recruit and organise officials for the safe and efficient conduct of Centre meetings.
 - (ii) Organise officials for participation in instruction, training and examinations.
 - (iii) Organise officials for events conducted by LAANSW and other Centres, in which The Centre participates.
 - (iv) Assist the new and returning Age Group Managers in their responsibilities.
 - (v) Ensure the Age Group Managers are aware of and apply the rules of competition of the Association and The Centre.
 - (vi) Conduct regular meetings of all Age Group Managers for the purpose of advising the managers of any Committee decisions taken, changes to program, Association directives and information and other matters affecting the operation of The Centre and its members.
 - (vii) Discuss any comments and ideas aimed at improving The Centre with the Age Group Managers and conveying those suggestions and discussions to the President for consideration and presentation to The Executive if warranted.
 - (viii) Upon request attend meetings of The Executive;
 - (ix) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (g) CHAMPIONSHIPS AND PROGRAM OFFICER
- The officer shall:
- (i) Direct, plan and organise all competition and championship events for The Centre.
 - (ii) Prepare competition programs and timetables and submit it to The Executive for approval.
 - (iii) Organise all aspects of Centre Championships and Special Events.
 - (iv) Complete and submit any entry forms for athletes to participate in LAANSW or other Centres' events.

- (v) Represent The Centre at Zone, Regional and State Championships and is the only person who is able to lodge protests on behalf of the competitor from The Centre;
- (vi) Ensure that all athletes are correctly nominated in their events and that the nominations are lodged by the closing date;
- (vii) Ensure that all athletes report to the marshalling area for their events on time at Association carnivals.
- (viii) Upon request attend meetings of The Executive;
- (ix) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(h) RECORDS AND RANKING OFFICER

The officer shall:

- (i) Record all athlete performances in a suitably prepared set of books or computer program.
- (ii) Compile and distribute weekly result summaries and rankings.
- (iii) Maintain and publish all Centre records/best performances.
- (iv) Assist with selection of athletes for Centre representation.
- (v) Organise the ranking of all athletes for competition.
- (vi) Liaise with the Publicity Officer and Website Co-ordinator to ensure that the press receive relevant results from competition meetings of The Centre.
- (vii) Upon request attend meetings of The Executive;
- (viii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

5.10 Duties of Appointed Officers of The Centre

(a) ASSISTANT TO THE OFFICIALS AND AGE MANAGER CO-ORDINATOR

The assistant to the co-ordinator shall provide a support function to the co-ordinator, as required.

(b) PUBLICITY OFFICER

The Co-ordinator shall plan and implement:

- (i) Compilation and maintenance of publicity material to local media sources.
- (ii) Prepare and distribute a Centre newsletter to all Centre members.
- (iii) Advertise the activities of The Centre throughout the local community.
- (iv) Organise promotional activities for The Centre.
- (v) Keep sponsors informed.
- (vi) Liaise with the Records and Ranking Co-ordinator to ensure that the press receive relevant results from competition meetings of The Centre.
- (vii) Upon request attend meetings of The Executive;
- (viii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(c) WEBSITE CO-ORDINATOR

The co-ordinator shall:

- (i) Design, implement and manage The Centre's website;
- (ii) In collaboration with the Records & Ranking officer, publish results, records and personal bests from weekly Centre competitions on the website;
- (iii) Publish relevant results from championship events conducted outside The Centre;
- (iv) Provide a vehicle for promulgating news, coming events and information of a general nature in relation to The Centre;
- (v) Upon request attend meetings of The Executive;
- (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(d) TECHNICAL AND EQUIPMENT OFFICER

The officer shall:

- (i) Determine the layout of the track and field for all competition held at The Centre.
- (ii) Recommend the purchase and or repair of all equipment.
- (iii) Ensure all equipment is maintained in safe and good working order.
- (iv) Conduct a regular stock-take of all Centre equipment and keep an up-to-date inventory.
- (v) Provide details of equipment to the Treasurer for insurance purposes.
- (vi) Upon request attend meetings of The Executive;
- (vii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(e) TRACK OFFICER

The officer shall be responsible for the organisation and conduct of The Centre's weekly Track competition program and liaison with the representative from the local Council regarding track condition and requirements. Liaise with the Championship and Program officer as to the condition of the areas of competition.

(f) FIELD OFFICER

The officer shall be responsible for the organisation and conduct of The Centre's weekly Field competition program and liaison with the representative from the local Council regarding track condition and requirements. Liaise with the Championship and Program officer as to the condition of the areas of competition.

(g) COACHING OFFICER

The officer shall:

- (i) Plan and implement coaching seminars for the education of coaches and athletes;
- (ii) Co-ordinate a panel of coaches to organize coaching sessions which will be available to all athletes of The Centre;

- (iii) Assist and advise with the selection of athletes for representative squads;
 - (iv) Plan and implement coaching of Centre teams for representative carnivals;
 - (v) Assist and advise in the purchase of educational material related to athletics for use by members of The Centre.
 - (vi) Upon request attend meetings of The Executive;
 - (vii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (h) CANTEEN OFFICER
- The officer shall:
- (i) operate and manage The Centre's canteen facilities including purchasing, storage and sale of supplies, ensuring adequate staffing of the canteen and accounting to the Treasurer after each competition meeting of The Centre.
 - (ii) Upon request attend meetings of The Executive;
 - (iii) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (i) SPECIAL AWARDS OFFICER
- The officer shall:
- (i) distribute awards to the junior members, as set by The Executive;
 - (ii) select and purchase all weekly and annual awards.
 - (iii) Upon request attend meetings of The Executive;
 - (iv) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (j) FIRST AID OFFICER
- The officer:
- (i) must have an accredited certificate in first aid or above;
 - (ii) must be on call at Centre competition meetings to attend to any injuries or illness sustained by the athletes or spectators;
 - (iii) shall list any injuries in the First Aid record and forward this list to LAANSW at the end of the summer season;
 - (iv) shall notify the parent or guardian of any injured athlete immediately.
 - (v) Upon request attend meetings of The Executive;
 - (vi) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.
- (k) UNIFORMS OFFICER
- The officer shall:
- (i) Purchase, store and sell Centre uniforms;
 - (ii) Account to the Treasurer prior to the purchase of and following the sale of uniforms;

- (iii) Obtain quotes and arrange supply of any items of Centre uniform as requested and approved by The Executive.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(l) SCHOOL LIAISON OFFICER

The officer shall:

- (i) Liaise with local primary and secondary schools to promote The Centre;
- (ii) Liaise with schools requiring the use of The Centre equipment for its use at school athletics carnivals and record equipment used by the school;
- (iii) Inform the school of their leasing arrangement with The Centre.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(m) SOCIAL ACTIVITIES OFFICER

The officer shall:

- (i) Arrange social activities and make recommendations to The Executive for approval.
- (ii) With the assistance of the Canteen Officer, Publicity Officer and Website Co-ordinator, formulate and organise any social event The Executive resolves to hold.
- (iii) Upon request attend meetings of The Executive;
- (iv) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

(n) CROSS COUNTRY OFFICER

The officer shall:

- (i) The officer shall be responsible for the organization of The Centre's Cross Country activities including programming, event management and collation of results;
- (ii) Inform the Publicity Officer and Website Co-ordinator of weekly results;
- (iii) Organise athletes and teams for LAANSW State Cross Country and Road Walks Carnival each winter season.
- (iv) Upon request attend meetings of The Executive;
- (v) Submit a written report to the Secretary for inclusion in the Annual Report of The Centre.

6. FEES AND SUBSCRIPTIONS

- 6.1 The Executive shall determine the amount of fees and subscriptions to be paid for the registration of children with The Centre. This amount will be determined after the Little Athletics Association of N.S.W. Inc. has set the fee payable to it to enable children to be registered and affiliated.
- 6.2 Such fees and subscriptions shall be determined on a yearly basis.

7. MEMBERSHIP LIABILITIES

7.1 The liability of a member of The Centre to contribute towards the payment of the debts and liabilities of The Centre or the costs, charges and expenses of the winding up of The Centre is limited to the amount, if any, unpaid by the member in respect of membership of The Centre as required by Clause 6.1.

8. RESOLUTION OF INTERNAL DISPUTES

8.1 Disputes between members (in their capacity as members) of The Centre and disputes between members and The Centre are to be referred to a Community Justice Centre for mediation in accordance with the Community Justice Centres Act 1983, where action within The Centre has failed to resolve the dispute.

9. DISCIPLINARY ACTION

9.1 Disciplining of Members

- (a) A complaint may be made by any member of The Centre that some other member of The Centre:
 - (i) has persistently refused or neglected to comply with a provision or provisions of these rules; or
 - (ii) has persistently and wilfully acted in a manner prejudicial to the interests of The Centre
- (b) On receiving such a complaint, The Executive:
 - (i) must cause notice of complaint to be served on the member concerned; and
 - (ii) must give the member at least fourteen (14) days from the time the notice is served within which to make submissions to The Executive in connection with the complaint; and
 - (iii) must take into consideration any submissions made by the member in connection with the complaint.
- (c) The Executive may, by resolution, expel the member from The Centre or suspend the member from membership of The Centre if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved.
- (d) If The Executive expels or suspends a member, the Secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by The Executive for having taken that action and of the member's right of appeal under Clause 9.2.
- (e) The expulsion or suspension does not take effect:
 - (i) until the expiration of the period within which the member is entitled to appeal against the resolution concerned; or
 - (ii) if within that period the member exercises the right of appeal, unless and until The Centre confirms the resolution under Sub-Clause 9.2 (d), whichever is the latter.

9.2 Right of Appeal of Disciplined Members

- (a) A member may appeal to The Centre in General Meeting against a resolution of The Executive which is confirmed under Clause 9.1, within seven (7) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.
- (b) The notice may, but not need be, accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal
- (c) Upon receipt of a notice from a member under Sub-Clause 9.2 (a), the Secretary must notify The Executive which is to convene a General Meeting of The Centre to be held within twenty eight (28) days after the date on which the Secretary received the notice.
- (d) At a General Meeting of The Centre convened under Sub-Clause 9.2 (c):
 - (i) No business other than the question of the appeal is to be transacted; and
 - (ii) The Executive and the member must be given the opportunity to state their respective cases orally or in writing, or both; and
 - (iii) The members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (e) If at the General Meeting, The Centre passes a special resolution in favour of the confirmation of the resolution, the resolution is confirmed.

9.3 Removal of a Member of The Executive

- (a) The Centre in general meeting may by resolution remove any member of The Executive from office, before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (b) The Secretary shall notify the member in writing of the proposed motion for removal at least twenty eight (28) days before the general meeting of The Centre called for that purpose.
- (c) Where a member to whom a proposed motion referred to in clause 9.3 (a) relates makes representations in writing to the Secretary or President (not exceeding a reasonable length) and requests that the representations be notified to the members of The Centre, the Secretary or the President may send a copy of the representations to each voting member of The Centre or, if they are not sent, the member is entitled to require that the representations be read out at the meeting at which the motion is considered.

10. GENERAL MEETINGS

10.1 Annual General Meeting

- (a) The Annual General Meeting of The Centre shall be held by May 31st of each year and shall be organised by The Executive in a manner best suited to entertain Centre members and friends and advertise and promote The Centre.
- (b) The meeting shall be convened on such date and at such place and time as The Executive thinks fit.

- (c) In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting is to include the following:
- (d) to confirm the minutes of the last preceding Annual General Meeting and of any Special General Meeting held since that meeting;
- (e) to receive from The Executive reports upon the activities of The Centre during the last preceding financial year;
- (f) to elect The Executive of The Centre;
- (g) to receive and consider the statement which is required to be submitted to members under Section 26 (6) of The Act.
- (h) To consider any other business properly brought before the meeting by Notice.
- (i) An Annual General Meeting shall be specified as such in the notice convening it.

10.2 Special General Meetings - Calling Of

- (a) The Executive may, whenever it thinks fit, convene a Special General Meeting of The Centre.
- (b) The Executive shall, on the requisition in writing of not less than 5% of the total number of members, convene a Special General Meeting of The Centre.
- (c) A requisition of members for a Special General Meeting:
 - (i) Must state the purpose or purposes of the meeting; and
 - (ii) Must be signed by the members making the requisitions; and
 - (iii) Must be lodged with the Secretary; and
 - (iv) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (d) If The Executive fails to convene a Special Meeting to be held within one (1) month after that date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting to be held not later than three (3) months after that date.
- (e) A Special General Meeting convened by a member or members shall be convened as near as is practicable in the same manner as General Meetings are convened by The Executive.

10.3 Notice

- (a) Except if the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of The Centre, the Secretary shall, at least fourteen (14) days before the date fixed for the holding of the General Meeting, but twenty one (21) days before holding the Annual General Meeting, cause to be sent by prepaid post to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

- (b) If the nature of the business proposed to be dealt with at a General Meeting requires a special resolution of The Centre, the Secretary shall, at least twenty one (21) days before the date fixed for the holding of the General Meeting, cause notice to be sent to each member in the manner provided in Sub-Clause 10.3 (a) specifying, in addition to the matter required under Sub-Clause 10.3 (a), the intention to propose the resolution as a special resolution.
- (c) No business other than that specified in the notice convening a General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted pursuant to Sub-Clause 10.1 (c).
- (d) A member desiring to bring any business before a General Meeting may give notice in writing of that business to the Secretary who must include that business in the next notice calling a General Meeting given after receipt of the notice from the member.

10.4 Procedure

- (a) No item of business is to be transacted at a General Meeting unless a quorum of members entitled under these rules to vote is present during the time the meeting is considering that item.
- (b) At least half of The Executive and five (5) members present in person (being members entitled under these rules to vote at a General Meeting) constitute a quorum for the transaction of the business of a General Meeting.
- (c) If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting:
 - (i) if convened upon the requisition of members, is to be dissolved; and
 - (ii) in any other case is to stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person at the meeting or communicated by written notice to members given the day before the day to which the meeting is adjourned) at the same place.
- (d) If at the adjourned meeting a quorum is not present within half an hour after the commencement of the meeting, the members present (being not less than seven (7) members) is to constitute a quorum.

10.5 Presiding Member

- (a) The President of The Executive or, in the President's absence, the Vice President shall preside as chairperson at each General Meeting of The Centre.
- (b) If the President and the Vice President are absent from, or unwilling to act, the members present must elect one of their number to preside as chairperson at the meeting.

10.6 Adjournment

- (a) The chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business is to be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

- (b) Where a General Meeting is adjourned for fourteen (14) days or more, the Secretary must give written or oral notice of the adjourned meeting to each member of The Centre stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (c) Except as provided in Sub-Clauses (a) and (b), notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

10.7 Making of Decisions

- (a) A question arising at a General Meeting of The Centre is to be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the Minute Book of The Centre, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- (b) At a General Meeting of The Centre, a poll may be demanded by the chairperson or by not less than three (3) members present in person at the meeting.
- (c) If a poll is demanded at a General Meeting, the poll must be taken:
 - (i) immediately in the case of a poll which relates to the election of the chairperson of the meeting or to the question of an adjournment; or
 - (ii) in any other case, in such manner and at such time before the close of the meeting as the chairperson directs,
- (d) and the resolution of the poll on the matter shall be deemed to be the resolution of the meeting on that matter.

10.8 Special Resolution

A resolution of The Centre is a Special Resolution if:

- (a) it is passed by a majority which comprises not less than three quarters of such members of The Centre as, being entitled under these rules so to do, vote in person at a General Meeting of which not less than twenty one (21) days written notice specifying the intention to propose the resolution as a special resolution was given in accordance with these rules; or
- (b) where it is made to appear to the Director-General, Fair Trading that it is not possible or practicable for the resolution to be passed in Sub-Clause (a) – the resolution is passed in a manner specified by the Director-General, Fair Trading.

10.9 Voting Rights

- (a) On any question arising at a General Meeting of The Centre a member has one vote only.
- (b) All votes must be given personally.
- (c) In the case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- (d) A member is not entitled to vote at any General Meeting of The Centre unless all money due and payable by the member to The Centre has been paid, other than the amount of the annual subscription payable in respect of the then current year.

11. FINANCE OF THE CENTRE

- 11.1 The financial year of The Centre shall be from the first day of April to the thirty-first day of March in the following year.
- 11.2 The Executive shall appoint each year, an auditor who shall be appointed to audit all accounts of The Centre including, special and trust accounts and report on such to the next Annual General Meeting with such auditor to be a recognised accountant or person qualified in business practice and not a member of The Executive.

12. WINDING UP (DISSOLUTION)

- 12.1 The Centre may be wound up and dissolved if a special resolution is passed by three-quarters of the financial members present at a Special Meeting called for the purpose of dissolving and winding up of The Centre after twenty-one (21) clear days notice in writing is given to the financial members of The Centre at their last known address.
- 12.2 In the event of The Centre not having functioned for a period of two (2) years, dissolution shall be compulsory and the last available list of officials shall be used to give effect to the provisions of the Clause.
- 12.3 Any and all assets remaining after full settlement of all just debts and liabilities incurred by The Centre shall be appropriately disposed of, after consultation with the Little Athletics Association of NSW Inc.

13. GENERAL

13.1 Insurance

- (a) The Centre must effect and maintain insurance pursuant to Section 44 of The Act.
- (b) In addition to the insurance required under Sub-Clause (a), The Centre may effect and maintain other insurance.

13.2 Funds – Source

- (a) The funds of The Centre shall be derived from annual fees and subscriptions of members, donations, sponsorships, hire and sale of Centre regalia, refreshments, sale of programs and, subject to any resolution passed by The Centre in General Meetings, such other sources as The Executive determines.
- (b) All money received by The Centre must be deposited as soon as practicable and without deduction to the credit of The Centre's bank account.
- (c) The Centre must, as soon as practicable after receiving any money, issue an appropriate receipt.

13.3 Funds – Management

- (a) Subject to any resolution passed by The Centre in General Meetings, the funds of The Centre are to be used in pursuance of the objects of The Centre in such manner as The Executive determines.
- (b) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments must be signed by two (2) members of The Executive (except where two may be members of the same household).

13.4 Common Seal

- (a) The Common Seal of The Centre must be kept in the custody of the Public Officer.
- (b) The Common Seal must not be affixed to any instrument except by the authority of The Executive Council and the affixing of the Common Seal must be attested by the signatures of two (2) members of The Executive or of one (1) member of The Executive and of the Public Officer.

13.5 Custody of Books

Except as otherwise provided by these rules, the Public Officer must keep in his or her custody or under his or her control all records, books and other documents relating to The Centre.

13.6 Inspection of Books, etc

The records, books and other documents of The Centre must be open to inspection, free of charge, by a member of The Centre at any reasonable hour.

13.7 Services of Notices

- (a) For the purpose of these rules, a notice may be served by or on behalf of The Centre upon any member either personally or by sending it by post to the member at the member's address shown in the register of members.
- (b) If a document is sent to a person by properly addressing, prepaying and posting to the person, a letter containing the document, the document is unless the contrary is proved, taken for the purposes of these rules to have been served on the person at the time at which the letter would have been delivered in the ordinary course of post.

14. AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution shall:

- (a) Be made only at an Annual General Meeting or a Special Meeting called by The Executive.
- (b) Affiliated adult members and The Executive shall be empowered to forward motions to change this Constitution and such motions shall be signed by two (2) members and shall be received by the Secretary of The Centre at least twenty one (21) days before The Executive Council Meeting.
- (c) To become an effective resolution of The Centre, be passed by a majority vote consisting of at least three-quarters of members present and voting at The Centre Annual General Meeting or Special General Meeting.
- (d) Be specific and shall refer to the Clause or Clauses concerned specifying the deletion, insertion or addition of words that are required and followed by the Clause as it would appear if amended.
- (e) Any amendments to this Constitution to be notified to the Department of Fair Trading for that Department's approval and information.

15. DEFINITIONS (INTERPRETATIONS)

- (a) In these rules, except in so far as the context or subject matter otherwise indicates or requires:

"Secretary" means:

- (i) the person holding office under these rules as secretary of The Centre; or
- (ii) where no such person holds that office - the Public Officer of The Centre.

"Special General Meeting" means:

A General Meeting of The Centre other than Annual General Meeting.

"The Act" means:

The Associations Incorporation Act, 1984.

"The Regulation" means:

The Associations Incorporation Regulation, 1994.

- (b) In these rules:

- (i) a reference to a function includes a reference to a power, authority and duty; and
- (ii) a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.
- (iii) The provisions of the Interpretations Act, 1987, apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

BY-LAWS

CODES OF BEHAVIOUR

Sport has a very special place in Australian society. We are proud of our sporting tradition. We look up to our champions and we remember and respect the sporting heroes of yesteryear – a great many of whom are revered for their deeds on the athletics field. Winning, of course, is a vital part of that tradition – but not as important as the spirit of Australian sport. And that spirit stems from our commitment to fair play.

The Australian Sports Commission has developed Codes of Behaviour for use in sporting programs for children. Little Athletics is a community activity, which utilises athletics to help foster the development of Australia's children, and as such, totally endorses these Codes for all its participants.

- i) **Parents** – A child's basic training in good sportsmanship comes from the home!
- If children are interested, encourage them to participate. However, if your child is not willing, do not force him or her.
 - Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/her ability by reducing that emphasis on winning.
 - Teach your child that honest effort is as important as victory so that the result of each competition is accepted without undue disappointment.
 - Encourage your child to always participate according to the rules.
 - Never ridicule or yell at your child for making a mistake or losing a competition.
 - Remember children are involved in organised sports for their enjoyment not yours.
 - Remember that children learn best by example, applaud good performances by all athletes.
 - If you disagree with an official, raise the issue through the appropriate channels rather than question the official's judgement and honesty in public. Remember, most officials give their time and effort for your child's involvement.
 - Support all efforts to remove verbal and physical abuse from children's sporting activities.
 - Recognise the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
- ii) **Coaches** – The best coaches are more interested in their athlete's well being than whether they win or lose!
- Be reasonable in your demands on the young athletes' time, energy and enthusiasm. Remember that they have other interests.
 - Teach your athletes that rules of the sport are mutual which no one should evade or break.
 - When coaching, group athletes according to age, height, skill and physical maturity whenever possible.
 - Avoid over-attention to the talented athletes. The "just-average" athletes need and deserve equal time.
 - Remember that children compete for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children for making mistakes or losing in a competition.
 - Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
 - The scheduling and length of coaching practice times and competitions should take into consideration the maturity level of the children.

- Develop each athlete's respect for the ability of opponents, as well as for the judgement of officials and opposing athletes.
- Follow the advice of a sports medicine physician when determining when an injured athlete is ready to compete or practice again.
- Remember that children need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
- Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

iii) **Athletes** – It isn't whether you win or lose, but how you play the game!

- Compete and train for the "fun of it", not just to please your parents or coach.
- Play by the rules.
- Never argue with the official's decision. Let your Centre Manager or Coach ask any necessary questions.
- Control your temper – no 'mouthing off', breaking equipment, throwing implements or other equipment.
- Work equally for yourself and your team in relay and team events, your team's performance will benefit and so will your own.
- Be a good sport. Cheer all good performances, whether your Centre mates or your opponents.
- Treat all athletes as you would like to be treated. Don't interfere with, bully or take unfair advantage of any athlete.
- Remember that the goal of training or competition is to have fun, improve your skills and feel good.
- Don't be a show-off or brag about your own performances.
- Co-operate with your coach, Centre mates and opponents, for without them you don't have competition.

iv) **Administrators, Officials and Spectators** – In Little Athletics virtually all these are parents temporarily occupying another role. Don't adopt a different code because your role has changed.

APPENDIX 2

[Rule 4.1(A)]

APPLICATION FOR MEMBERSHIP OF ASSOCIATION

..... Incorporated
(Little Athletics Centre)

I,
(full name of applicant)

of
(address)

..... hereby apply to become a
(occupation)

member of the abovenamed Little Athletics Centre. In the event of my admission as a member, I agree to be bound by the rules of The Centre for the time being in force.

.....
Signature of applicant

Date

I,, a member of The Centre
(full name)

nominate the applicant, who is personally known to me, for membership of The Centre.

.....
Signature of proposer

Date

I,, a member of The Centre
(full name)

second the nomination of the applicant, who is personally known to me, for membership of The Centre.

.....
Signature of seconder

Date